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(When Filled In)

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OFFICE OR STAFF				OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER	PAGE 1 OF 1 PAGES												
DD/R - Office of the Deputy Director Research				Z	17 JAN 1963	99													
DELETIONS				ADDITIONS				REMARKS											
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD												
<div data-bbox="138 1260 649 1407" data-label="Text"> <p>DOC 29 REV DATE 23 OCT 1961 BY 029 725 CRIG COMP OPI 38 TYPE 01 CRIG CLASS 5 PAGES 3 REV CLASS C JUST 22 NEXT REV 2011 AUTH: HR 10-2</p> </div>				<div data-bbox="706 1039 998 1102" data-label="Section-Header"> <p><u>Departmental</u> <u>Office of the DD/R</u></p> </div>															
				<div data-bbox="706 1113 1169 1186" data-label="Text"> <p>Mail and File Clerk GS-0305.05-05 (To follow #12 on S/C)</p> </div>				<div data-bbox="1209 1113 1315 1155" data-label="Text"> <p>25. #2</p> </div>				<div data-bbox="1412 1113 1445 1155" data-label="Text"> <p>R</p> </div>		<div data-bbox="1502 1113 1534 1155" data-label="Text"> <p>N</p> </div>					
				<div data-bbox="755 1197 998 1239" data-label="Section-Header"> <p><u>Comor Secretariat</u></p> </div>															
				<div data-bbox="706 1249 1169 1312" data-label="Text"> <p>Clerk Stenographer GS-0312.01-05 (To follow #22 on S/C)</p> </div>				<div data-bbox="1209 1249 1315 1291" data-label="Text"> <p>26. #1</p> </div>				<div data-bbox="1412 1249 1445 1291" data-label="Text"> <p>R</p> </div>		<div data-bbox="1502 1249 1534 1291" data-label="Text"> <p>N</p> </div>					
				<div data-bbox="755 1323 1193 1396" data-label="Section-Header"> <p><u>Plans and Policy Staff (New)</u> (New title to follow #26 on S/C)</p> </div>															
				<div data-bbox="706 1407 885 1449" data-label="Text"> <p>IO (General)</p> </div>				<div data-bbox="974 1407 1169 1449" data-label="Text"> <p>GS-0132.06-15</p> </div>				<div data-bbox="1209 1407 1315 1449" data-label="Text"> <p>27. #1</p> </div>				<div data-bbox="1412 1407 1445 1449" data-label="Text"> <p>R</p> </div>		<div data-bbox="1502 1407 1534 1449" data-label="Text"> <p>N</p> </div>	
				<div data-bbox="706 1438 885 1480" data-label="Text"> <p>IO (General)</p> </div>				<div data-bbox="974 1438 1169 1480" data-label="Text"> <p>GS-0132.06-14</p> </div>				<div data-bbox="1209 1438 1315 1480" data-label="Text"> <p>28. #1</p> </div>				<div data-bbox="1412 1438 1445 1480" data-label="Text"> <p>R</p> </div>		<div data-bbox="1502 1438 1534 1480" data-label="Text"> <p>N</p> </div>	
				<div data-bbox="755 1491 958 1533" data-label="Section-Header"> <p><u>Support Staff</u></p> </div>															
				<div data-bbox="706 1543 1169 1606" data-label="Text"> <p>Fiscal Proc Asst GS-0501.06-06 (To follow #17 on S/C)</p> </div>				<div data-bbox="1209 1543 1315 1585" data-label="Text"> <p>29. #1</p> </div>				<div data-bbox="1412 1543 1445 1585" data-label="Text"> <p>SP</p> </div>		<div data-bbox="1502 1543 1534 1585" data-label="Text"> <p>N</p> </div>					
				<div data-bbox="706 1638 1461 1764" data-label="Text"> <p>Per memorandum request for Director of Personnel from Ex. Assistant, DD/R dated 7 January 1963; and memorandum to the Deputy Director (Support) from the DD/R dated 20 September 1962.</p> </div>															
<div data-bbox="243 1428 341 1480" data-label="Text"> <p>25X1A</p> </div>																			
<div data-bbox="243 1480 527 1753" data-label="Image"> </div>																			
<div data-bbox="64 1512 243 1659" data-label="Text"> <p>Posted to</p> </div>																			
<div data-bbox="24 1669 194 1711" data-label="Text"> <p>Departmental</p> </div>																			
<div data-bbox="73 1722 389 1837" data-label="Text"> <p>Posted to 1/18/63</p> </div>																			
STAFFING COMPLEMENT TOTALS				APPROVAL															
25X1A9a				<div data-bbox="592 1795 1063 1942" data-label="Image"> </div>				<div data-bbox="1039 1848 1542 1932" data-label="Text"> <p>APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY Chief, Salary and Wage Division</p> </div>											
15 January 1963.																			
STAFFING COMPLEMENT CHANGE AUTHORIZATION																			

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DD/R-016-63

7 January 1963

MEMORANDUM FOR: Director of Personnel
ATTENTION: Chief, Salary and Wage Division
THROUGH: The Comptroller
SUBJECT: Request for Establishment of Mail and File Clerk and Fiscal Processing Clerk Positions on O/DD/R Staffing Complement

1. It is requested that two Mail and File Clerk positions, GS-5, be established in the immediate Office of the DD/R. These additional positions are to follow Position #0012 on the present staffing complement.

2. In addition, it is requested that a Fiscal Processing Clerk, GS-6, position be established in the immediate Office of the DD/R to follow Position #0017 on the present staffing complement.

3. In order to accommodate the establishment of these three positions, it is requested that the following three positions be deleted from the Office of Research and Development and that a ceiling of three be transferred from ORD to the immediate Office of the DD/R:

#0048, Secretary-Steno (1 position)
#0069, Secretary-Steno (1 position)
#0070, Clerk Typist (1 position)

Executive Assistant
Deputy Director (Research)

Concur:

[Redacted Signature]

Comptroller

Date 11 JAN 1963

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cc: ✓ Comptroller

DDR - Immediate

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Present T/O

Proposed T/O

25X1A9a

24.1 GS-15 Comptroller - [REDACTED]

24.1 GS-15 Comptroller -

- GS-5 Mail + File Clk

- GS-5 Mail + File Clk

25X1A9a

13.1 GS-13 Budget Officer - [REDACTED]

13.1 GS-13 Budget Officer

17.1 GS-7 Fiscal Act Asst

17.1 GS-7 Fiscal Act Asst.

- GS-6 Fiscal Proc. Clk.

3

6

25X1A9a

11 Detailed [REDACTED]

(GS-9)

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